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**From:** Ann Morrisette [annm@admin.umass.edu]  
**Sent:** 2/14/2013 5:20:34 PM  
**To:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=James.Hanchett]  
**Subject:** RE:

Hi James

They would need to return their permits to Parking Services for a pro-rated refund. Just have them come to our campus center office with their permits and we will fill out a form for their refund.

Thanks

Ann

-----Original Message-----

From: Hanchett, James (DPH) [mailto:james.hanchett@state.ma.us]  
Sent: Thursday, February 14, 2013 12:16 PM  
To: Ann Morrisette  
Cc: Pontes, Rebecca (DPH); Salem, Sharon (DPH)  
Subject:

Hi Ann,

The Amherst Drug Lab located in Room N251 Morrill I was closed January 18th 2013. We have 2 employees: Sharon Salem and Rebecca Pontes who would like to get a refund on their parking fees. How do we go about this?

James Hanchett  
Amherst Drug Laboratory  
Room N251 Morrill I  
637 North Pleasant Street  
Amherst, MA 01003  
Fax: 413-545-2608  
Phone 413-545-2606  
Cell: [REDACTED]

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